



Human Capital Operational Programme

# **National Supporting Institution**

Center of European Projects

Effective  
Competent  
Committed

The innovative projects implemented in the framework of the Human Capital Operational Programme (HC OP) are projects that allow to create new and more efficient ways of solving problems pertaining to the areas supported by the European Social Fund, including those affecting the labour market. Transnational cooperation projects give the chance to work out unique results by taking advantage of the knowledge, experience and cooperation of partners from various countries. The basic document defining the issues related to projects of this type are the *Guidelines of the Minister of Regional Development for implementing innovative and transnational cooperation projects in the framework of the Human Capital Operational Programme*.

The implementation of innovative and transnational cooperation projects opens the door to many opportunities for project promoters. However, their high degree of complexity requires that the project promoters have knowledge of larger number of issues than in the case of standard projects. Considering this, the Managing Authority of the HC OP has established the National Supporting Institution (NSI) of the HC OP, which ensures that beneficiaries and project promoters receive support both at the planning and implementation stages of projects of this type. The tasks of the National Supporting Institution were fulfilled by the Cooperation Fund Foundation until the end of December 2009 and were taken over by the Center of European Projects on 1<sup>st</sup> January 2010.

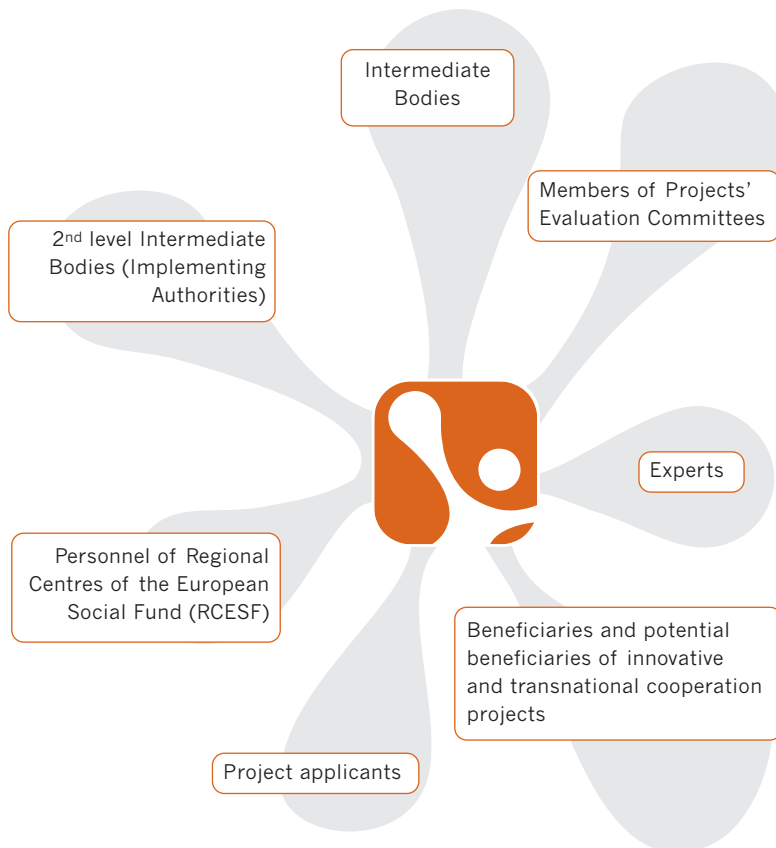
The personnel of the National Supporting Institution at the Center of European Projects is divided into three teams:

- 📌 **Transnational Cooperation Projects' Team**
- 📌 **Innovative Projects' Team**
- 📌 **Team for Projects' Implementation Support**

The teams' work is coordinated by the Head of the National Supporting Institution.

The Center of European Projects, operating since 1<sup>st</sup> January 2009, is a state-budget unit founded by the Ministry of Regional Development. The main purpose of the Center is to support the institutions implementing the operational programmes of the Crossborder Cooperation and Interregional Cooperation as part of the programmes of the European Territorial Cooperation (ETC) and the European Neighbourhood and Partnership Instrument (ENPI). The Center is also expected to support the institutions implementing the HC OP and the entities responsible for disseminating knowledge about the European Social Fund (ESF). Another purpose of the Center is also to coordinate the work of the Central Information Point.

## Who do we support?



### National Supporting Institution – main purpose of activity

The superior purpose of all activities of the National Supporting Institution is competent, efficient and receiver-friendly support for the implementation of innovative and transnational cooperation projects implemented in the framework of HC OP.

The innovative projects of the HC OP may be implemented within all its Priorities. The key role of an innovative project implemented in the framework of the HC OP is not to provide a direct solution of problems within the areas supported by the European Social Fund, but to develop and put into practice new instruments that will introduce a qualitative change in the methods helping to solve these problems. Crucial elements of innovative projects are the activities related to dissemination of their results and introducing those results to the main stream of politics (mainstreaming of the results). The results generated by the projects may be innovative on the European, national, regional or local level. Project innovativeness may manifest itself in three dimensions: that of the target group, the problem and the manner of supporting.

There are two types of innovative projects:

- **testing projects** (aimed at developing, disseminating and mainstreaming of the results);
- **disseminating projects** (aimed at applying of the innovative solutions developed or tested in other projects of the HC OP or in other programmes, e.g. the EQUAL Community Initiative Programme).

## Searching for transnational cooperation partners

The website [www.kiw-pokl.org.pl](http://www.kiw-pokl.org.pl) provides a link to the Toolkit.

Toolkit is an Internet tool (database) for institutions that file project applications and implement projects. It allows to exchange information on transnational cooperation and to seek partners for this cooperation.

Toolkit functionalities are currently available respectively to:

### All users:

- basic data on Operational Programmes in EU member states;
- searching of product related data (data on the products generated by institutions that seek partners and are registered in the base);
- links to the product databases located on the servers of EU member states.

### Registered users:

- seeking partners;
- posting information about their institution;
- placing electronic versions of their products in the base.

Link to the website of the base:  
[www.transnational-toolkit.eu](http://www.transnational-toolkit.eu)

## Main tasks of the National Supporting Institution

- 🔗 Developing and introducing support system for the institutions involved in the implementation process of innovative and transnational cooperation projects.
- 🔗 Organising training sessions, information meetings, conferences and study visits related to the innovative and transnational cooperation projects.
- 🔗 Monitoring the implementation of innovative and transnational cooperation projects and disseminating their results.
- 🔗 Preparing guidelines relating to call for proposals documentation and recommendations for preparing action plans concerning innovative and transnational cooperation projects.
- 🔗 Preparing publications about innovative and transnational cooperation projects (textbooks, brochures, bulletins and other information materials).
- 🔗 Supporting Polish and foreign entities in the establishment of transnational cooperation and in seeking partners for the implementation of the projects of these types.
- 🔗 Cooperating with Intermediate Bodies – coordinating and monitoring promotional and informational actions concerning innovative and transnational cooperation projects (e.g. providing support when planning promotional or popularising strategies and when incorporating the results of this type of projects into the main stream of politics and practices of institutions and organisations, maintaining the website of the NSI) and cooperating with the media.
- 🔗 Organising the work of National and Regional Thematic Networks (e.g. coordinating the work and information flow between the Networks, supporting preparation of the assessment system for strategies of innovative projects and validation of the innovative projects' results).

## Transnational cooperation

Transnational cooperation has been incorporated into all actions co-financed from the European Social Fund for the 2007–2013 programming period. In Poland it has been decided that transnational cooperation projects will be implemented within all Priorities of the HC OP, except for projects supporting local initiatives in rural areas.

The distinctive feature of transnational cooperation projects is the so-called added value, i.e. project objectives and specific products and results that could not be obtained without cooperation with foreign partners.

There are two types of transnational cooperation projects:

- 📌 **separated projects of transnational cooperation** (they require the transnational cooperation under all stages of the project starting from the planning stage);
- 📌 **projects with a component of transnational cooperation** (only the part of activities (component) is implemented under the transnational cooperation: this component may be introduced both at the planning stage and at the implementation stage of the so-called standard project).

## Selected publications of the NSI

- 📌 *Innovative projects. A manual for project promoters of the Human Capital Operational Programme*
- 📌 *Transnational cooperation projects – a guide for project promoters* (English version available)
- 📌 *From an idea to an innovative project – a manual for initiators of innovative projects of the HC OP*
- 📌 *The EQUAL programme and innovativeness in the HC OP*

All above-mentioned publications, as well as the quarterly bulletin of the NSI, “Innovations without Boundaries”, are available in electronic versions on the website of the National Supporting Institution ([www.kiw-pokl.org.pl](http://www.kiw-pokl.org.pl)).



## Contact

### 📌 Issues related to **innovative projects**

Agnieszka Jarmuszyńska

phone: +48 22 378 31 66

e-mail: [agnieszka.jarmuszynska@cpe.gov.pl](mailto:agnieszka.jarmuszynska@cpe.gov.pl)

### 📌 Issues related to **transnational cooperation projects**

Beata Rybicka-Dominiak

phone: +48 22 378 31 68

e-mail: [beata.rybicka-dominiak@cpe.gov.pl](mailto:beata.rybicka-dominiak@cpe.gov.pl)

# THEMATIC NETWORKS OF THE HC OP

## What are the Networks?

Thematic Networks constitute a forum for dialogue between beneficiaries implementing projects within particular thematic areas of the HC OP, experts or experienced people dealing with a given area and decision-makers. The objective and purpose of the Networks is to support innovativeness and ensure that innovative projects of the HC OP are of good quality. The Networks are of key importance for the correct course of the process of popularising results of these projects and incorporating them into the main stream of politics.

One of the important tasks of the National Supporting Institution is to organise, coordinate and monitor the work of the Thematic Networks.

## Structure of the Networks

- 📌 **National Thematic Networks** (NTNs) encompass four areas of the HC OP: employment and social integration, adaptability, education and higher education and good governance. They were created on the basis of the Working Groups of the HC OP Monitoring Committee in the above-mentioned areas. Their scope of activity comply projects implemented under the central component of the HC OP.
- 📌 **Regional Thematic Networks** (RTNs) are founded in all voivodships, based on the sixteen HC OP Monitoring Sub-Committees. They deal with the projects implemented in the framework of a regional component of the HC OP.

## Tasks of the Networks

- 📌 Giving opinions about strategies of implementing innovative projects.
- 📌 Validating the results (final products) of innovative projects.
- 📌 Providing to the new beneficiaries the assistance of experts and the beneficiaries already implementing projects (this allows the exchange of experience, helps to overcome the arising problems and to meet the needs of the main stream of politics in tested solutions).
- 📌 Supporting the cooperation between scientific environment and beneficiaries implementing innovative projects of the HC OP.
- 📌 Developing efficient forms of the dialogue between beneficiaries of innovative projects and political decision-makers.
- 📌 Assuring the flow of relevant information between Regional Thematic Networks and National Thematic Networks (in order to ensure the cohesion of activities).
- 📌 Cooperating in order to exchange information and develop good practices in terms of innovation.

## Administration of the Networks

- 📞 **General Secretariat of the Thematic Networks** – was established as part of the structure of the National Supporting Institution. It is responsible for initiating and animating activities supporting the work of the National and Regional Thematic Networks, as well as for coordinating and monitoring their actions. Coordinator of the Thematic Networks is responsible for the execution of Secretary's tasks.
- 📞 **Area Secretariats for the National Thematic Networks** – established within the structure of the National Supporting Institution, are responsible for organising the work of the National Thematic Networks. Four area coordinators have been appointed to manage the Secretariats.
- 📞 **Sixteen Secretariats of the Regional Thematic Networks** – established as part of the structure of the Monitoring Sub-Committees of the HC OP. Secretaries – who are employees of Intermediate Bodies – take responsibility for the management of the Secretariats.

## Contact

### Coordinator of the Thematic Networks

Agnieszka Jarmuszyńska

phone: +48 22 378 31 66

e-mail: [agnieszka.jarmuszynska@cpe.gov.pl](mailto:agnieszka.jarmuszynska@cpe.gov.pl)

### Area Coordinators of the National Thematic Networks (NSI)

#### 📞 Employment and Social Integration

Paulina Chodyra

phone: +48 22 378 31 65

e-mail: [paulina.chodyra@cpe.gov.pl](mailto:paulina.chodyra@cpe.gov.pl)

#### 📞 Adaptability

Rafał Czysz

phone: +48 22 378 31 70

e-mail: [rafal.czysz@cpe.gov.pl](mailto:rafal.czysz@cpe.gov.pl)

#### 📞 Good Governance

Anna Elżbieta Strzała

phone: +48 22 378 31 69

e-mail: [anna.strzala@cpe.gov.pl](mailto:anna.strzala@cpe.gov.pl)

#### 📞 Education and Higher Education

Jacek Kornacki

phone: +48 22 378 31 72

e-mail: [jacek.kornacki@cpe.gov.pl](mailto:jacek.kornacki@cpe.gov.pl)



**KAPITAŁ LUDZKI**  
NARODOWA STRATEGIA SPÓJNOŚCI



CENTRUM PROJEKTÓW  
EUROPEJSKICH

**UNIA EUROPEJSKA**  
EUROPEJSKI  
FUNDUSZ SPOŁECZNY



Publication co-financed by the European Union as part of the European Social Fund



Human Capital Operational Programme – **National Supporting Institution**

Center of European Projects, 39A Domaniewska St., 02-672 Warsaw, Poland

Phone: +48 22 378 31 00, fax: +48 22 201 97 25

e-mail: [kiw@cpe.gov.pl](mailto:kiw@cpe.gov.pl)

[www.cpe.gov.pl](http://www.cpe.gov.pl), [www.kiw-pokl.org.pl](http://www.kiw-pokl.org.pl)